

Medical Aid Detail Report

Transaction Code:
ZHR_RTPPY394

- Purpose** Use this procedure to obtain information on quarterly medical aid payments and file the quarterly reports with Labor and Industries.
- Trigger** Perform this procedure at the end of the quarter.
- Prerequisites** None
- End User Roles** In order to perform this transaction you must be assigned one of the following roles:
Financial Reporting Processor, Payroll Analyst, Payroll Inquirer, Payroll Processor, Payroll Supervisor

Change History	Change Description
6/15/2009	Procedure updated to match current system. Note added on how to identify employees working under each risk class

Transaction Code ZHR_RTPPY394

Helpful Hints:



To find the employees who work under each risk class run the ***Flexible Employee Data (ZHR_RPTPAN02)***, selecting the Statewide Variant **SWV MA OVERRIDE-Med Aid Override by Job/PersID**. To run the *Flexible Employee Data report* you must be assigned one of the following roles: Payroll Processor, Personnel Administration (PA) Inquirer, PA processor, PA Supervisor, Time and Attendance Supervisor, Leave Corrections Processor.

Procedure

1. Start the transaction using the transaction code **ZHR_RTPPY394**.

The screenshot shows the SAP selection screen for the Medical Aid Detail Report (ZHR_RTPPY394). The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main title is "Medical Aid Detail Report". Below the title, there are two tabs: "Further selections" (active) and "Org. structure".

Further selections

Periods

Payroll Area: 1

☒ Other periods To
☒ In-period view
☐ For-period view



Selections

Personnel number	<input type="text"/>	<input type="button" value="→"/>
Payroll Area	<input type="text"/>	<input type="button" value="→"/>
Company code	<input type="text"/>	<input type="button" value="→"/>
Legal person	<input type="text"/>	<input type="button" value="→"/>
Personnel area	<input type="text"/>	<input type="button" value="→"/>
Personnel subarea	<input type="text"/>	<input type="button" value="→"/>
Cost Center	<input type="text"/>	<input type="button" value="→"/>
Employee group	<input type="text"/>	<input type="button" value="→"/>
Employee subgroup	<input type="text"/>	<input type="button" value="→"/>
Sequence Number	<input type="text"/>	<input type="button" value="→"/>
Status of result	<input type="text"/>	<input type="button" value="→"/>

Additional Selections

Organization Key(s) to
 Medical Aid Code(s) to

2. Under the **Periods** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Payroll Area	R	<p>A payroll area groups and designates the employees whose payroll is run on the same date.</p> <p> Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only.</p> <p>Example: 11</p>
Other Periods	C	<p>This selection option will run a report for a specific quarter: Description of the Other periods:</p> <p>Quarter 1 - Period 1/20xx to 6/20xx Quarter 2 – period 7/20xx to 12/20xx Quarter 3 – period 13/20xx to 18/20xx Quarter 4 – period 19/20xx to 24/20xx</p> <p>Lagged Quarter 1 – period 2/20xx to 7/20xx Lagged Quarter 2 – period 8 /20xx to 13/20xx Lagged Quarter 3 – period 14/20xx to 19/20xx Lagged Quarter 4 – period 20/08 to 01/09</p> <p>Year – Period 1/20xx to 24/20xx Lagged Year – period 02/20xx to 01/20xx</p> <p>Example: Quarter 4 – period 20/2009 to 01/2009</p> <p> Refer to the HRMS Payroll and Reports Job Aid for a list of all pay periods</p>
In Period	C	The current payroll period.
For-Period	C	<p>Displays prior period adjustments that were made in the current period.</p> <p>For example: If an adjustment was made during the pay period 12/2009 (June 1- June15) to dates in the 8/2009 (April 1-15) pay period the change will display on the report.</p>

3. Under the **Selections** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	O	The employee's unique identifying number. Example: 400000129
Company code	R	The organizational unit within financial accounting. Example: WA01
Personnel area	R	A specific agency/sub agency in the State of Washington Example: 2350 Labor and Industries
Personnel subarea	O	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. Example: 0001- Non represented
Cost Center	O	An object in HRMS that represents a defined location of cost incurrence. Example: 1025000000
Employee group	O	Status of an employee or position within the State of Washington. Note: This is the status of the position only, not the employee. Example: 0 (Permanent)

3. Under the **Additional Selections** complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Organization Key(s)	O	
Medical Aid Code(s)	O	Workers' Compensation Classification Code:

Workers' Compensation Classification Code (1) 21

Restrictions





Region: WA


WCCC	End Date	WCCC Text
0202	12/31/9999	GeoDuck Divers
4902	12/31/9999	Clerical/Office/Prpfsnl
4907	12/31/9999	Inmate Work Opportunity
4908	12/31/9999	Inmates Adult Honor Camp
4909	12/31/9999	Inmates Juv Forest Camp
5300	12/31/9999	Admin Field Personnel
5307	12/31/9999	Non Profsnl "Blue Collar"
6103	12/31/9999	Schl: Cler/Sal/Teach/Admn
6104	12/31/9999	Schools: All other Employ
6505	12/31/9999	Welfare Special Work Prgm
6801	12/31/9999	Aircraft NOC Flight Crew
6803	12/31/9999	Flight Instruction
6804	12/31/9999	Airport Operations
6901	12/31/9999	Volunteers
6906	12/31/9999	Volunteer Law Enforcement
7103	12/31/9999	Law Enforcement
7200	12/31/9999	Safe Patient Handling
7201	12/31/9999	Health Care Facilities
7203	12/31/9999	Community Service Workers
7204	12/31/9999	Preferred Workers
7309	12/31/9999	Wrk Actvy Ctr Disabled

Example: **4902 Clerical/Office/Prpfsnl**

Program Edit Goto System Help

Medical Aid Detail Report

Further selections  Org. structure

Periods












Payroll Area

☒ Other periods 2008 To 2009


☒ In-period view


☐ For-period view


Selections

Personnel number	<input type="text"/>	
Payroll Area	<input type="text"/>	
Company code	WA01	
Legal person	<input type="text"/>	
Personnel area	2350	
Personnel subarea	<input type="text"/>	
Cost Center	<input type="text"/>	
Employee group	<input type="text"/>	
Employee subgroup	<input type="text"/>	
Sequence Number	<input type="text"/>	
Status of result	<input type="text"/>	

Additional Selections

Organization Key(s) to 

Medical Aid Code(s) to 

- Click  (Execute) to generate the report

List Edit Goto System Help						
Medical Aid Detail Report						
<div> <div> Program : ZHR_RTPPY394 User : KELLYW Client : HRT 520 </div> <div> State of Washington - HRMS Medical Aid Detail Report For Lag Quarter 4/2008 </div> <div> Run Date: 06/16/2009 Page : 1 Time : 08:25:57 </div> </div>						
Personnel Area: 2350 Dept of Labor & Industries Org. Key: Org Code: 30002508 ADMIN SVS\LEGAL SVS\INS APPL						
Medical Aid Code	Payroll Date	Register Number	Gross Salary	Worker Hours	Premium	
4902	10/24/2008	P0820	2,444.00	88.00	31.04	
	12/10/2008	P0823	7,332.00	231.00	81.48	
	Sub Total:		9,776.00	319.00	112.52	
Org Total:			9,776.00	319.00	112.52	
Personnel Area Total:			422,985.02	12,961.10	10,369.65	
4902	WC Code Total:		175,034.29	5,832.60	2,057.28	
5307	WC Code Total:		169,431.72	5,259.00	7,652.98	
5300	WC Code Total:		78,519.01	1,869.50	659.39	



Report has sub totals and final totals for each worker compensation code assigned to your agency.



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- Using the information from the report, go to [Labor & Industries File Quarterly Reports](#) to register and file your quarterly medical aid reports.
- You have completed this transaction.

Results

You have completed the quarterly medical aid payment reporting.